

Supporting Grants for
Radiologic Science Research
by Medical Imaging
and Radiation Therapy
Professionals

Research Grant AWARD PROGRAM

The American Society of Radiologic Technologists (ASRT) Foundation is committed to facilitating analysis of issues that affect the radiologic science professional's ability to provide quality patient care by offering grants for research in the radiologic sciences.

The Research Grant Award Program assists registered medical imaging and radiation therapy professionals with an award of up to \$10,000 to initiate a research project related to the radiologic sciences for completion of a dissertation or in affiliation with an academic or clinical institution.

If you are considering a proposal for more than \$10,000 or for further clarification, please contact the ASRT Foundation: 800-444-2778, Ext. 1912; or via e-mail: foundation@asrt.org.

asrt
FOUNDATION®

Mission Statement

The mission of the ASRT Foundation is to support and empower medical imaging and radiation therapy professionals and students as they pursue opportunities to enhance the quality and safety of patient care.

Eligibility

1. Applications must be submitted by the principal investigator (PI), who must be a current ASRT member.
2. The PI must be registered with the American Registry of Radiologic Technologists (ARRT) or equivalent, or hold an unrestricted state license.
3. Projects may be proposed for a period not to exceed two years. If a two-year request is made, plans for the entire project period must be stated in the proposal.
4. Areas of research related to the delivery of radiation therapy, dosimetry or medical imaging, including nuclear medicine and sonography, may be eligible for research awards. Proposals related to radiologic science education and administration will also be considered if they support the ASRT Foundation mission of enhancing the quality and safety of patient care.
5. ASRT Foundation Board of Trustees, staff and their immediate family members are ineligible.
6. Previous research grant awardees are eligible to apply.
7. Grant recipients are required to submit a final manuscript to *Radiologic Technology* or *Radiation Therapist* for consideration of publication in order to disseminate findings of his/her research to the larger professional audience, no later than six months following the completion of the research project.

Award Program Timeline

To be thorough and perform a fair assessment of each application, deadlines are strictly enforced. Letters of intent are required and can be submitted via the ASRT Foundation Research Grants web page no later than five weeks prior to the full research proposal.

Timeline for Spring Grant Round

- Jan. 25 Letter of Intent deadline
- March 1 Full proposal due at the Foundation**
- June 1 Foundation informs PI of funding decision
- June 15* Check mailed to PI's institution

Timeline for Fall Grant Round

- June 27 Letter of Intent deadline
- Aug. 1 Full proposal due at the Foundation**
- Dec. 1 Foundation informs PI of funding decision
- Dec. 15* Check mailed to PI's institution

Distribution of Funds

If you are selected to receive this grant award, the Foundation will send a check for the approved amount directly to the grants administrator of your college, university or medical institution once the appropriate releases have been signed and returned to the Foundation. A final report of expenditures must be submitted to the Foundation when the project is completed. Unused funds must be returned to the Foundation.

Selection Process

It is the responsibility of the ASRT Foundation Board of Trustees to approve grant recipients. The trustees have established a Research and Grants Advisory Panel (RGAP) of medical imaging and radiation therapy professionals to assist in evaluating grant proposals. RGAP members will evaluate the "blinded" proposals according to the Full Proposal Guidelines listed on page three.

Guidelines for Submission

Letter of Intent (Required)

1. Prior to submitting a full proposal, PIs are required to submit a letter of intent to the Foundation.
 - The ASRT Research Department and the Research Grants and Advisory Panel (RGAP) chair and vice-chair will review the letter and provide feedback as to whether the proposal is relevant to the Foundation's research agenda and mission, as well as to the strengths of its objective(s) and methodology.
 - Working with the Research Department and RGAP officers in this mentoring capacity does not guarantee funding of a proposal. It may however, help applicants strengthen their proposal prior to submission or, conversely, inform applicants their proposal is not a good match for the Foundation prior to expending significant time and resources on submission.
2. Letters of intent should not exceed one page in length and should contain the following information:
 - Name, address, telephone, fax and e-mail address of PI and supporting organization.
 - Statement in support of the ASRT Foundation Mission: Provide a brief explanation (3-5 sentences) describing how your research project furthers the ASRT Foundation's mission to support and empower medical imaging and radiation therapy professionals and students as they pursue opportunities to enhance the quality and safety of patient care.
 - Statement of Problem: Background and significance
 - Specific Aims: objectives, research questions or hypotheses
 - Methodology
 - Estimated time frame and total budget
3. Letters of intent are accepted on an ongoing basis via the ASRT Foundation Research Grants web page. However to have your letter of intent reviewed, it must be submitted no later than five weeks prior to the full proposal deadline.

Full Proposal

If invited to submit a full proposal you will receive an email with further instructions from the ASRT Foundation. Proposals that do not comply to with the guidelines listed shall be disqualified. Proposals must follow the following format requirements: Arial, Helvetica or Palatino typeface, 12 pt. font, with at least 1/2 inch margins (top, right, left, bottom), double-spaced. Proposals must contain all required components and be presented in the following order:

1. Application Form.
2. Table of Contents: Include project title at top.
3. Statement in support of the ASRT Foundation Mission: Provide a brief explanation (3-5 sentences) describing how your research project furthers the ASRT Foundation's mission: *to support and empower medical imaging and radiation therapy professionals and students as they pursue opportunities to enhance the quality and safety of patient care.*
4. Abstract: No more than one page, double-spaced. The purpose of the abstract is to concisely describe the major aspects of the proposed project: a brief background and significance; objectives, research questions, or hypotheses; and methods to be employed.
5. Itemized Budget (Appendix A):
 - Grant requests must not exceed \$10,000 and are limited to direct costs only. If you are considering a proposal for more than \$10,000, please contact the Foundation before submitting a proposal.
 - Note:** Direct costs of conducting the project may include expendable supplies, nonexpendable equipment, printing and publications and necessary clinical tests and procedures purchased from other laboratories. Items of nonexpendable equipment costing in excess of \$2,000 will be considered only in exceptional circumstances and should be justified with a Supporting Budget Statement (see no. 6), including a plan for disposition of the equipment after the research project has ended.

Guidelines for Submission

Full Proposal (Continued)

- The itemized budget should correspond to the proposed activities described in the narrative (see no. 7.), in chronological order. If more than one year of research support is proposed, annual budget totals are to be provided, in addition to the project total.
 - Items such as salaries, wages and travel should be based on principles and policies of your institution. Fringe benefits are not to exceed 30 percent of the budget, regardless of institutional policy.
 - Consultant agreements or subcontracts may be used. Your affiliated institution will be responsible for the administration of the agreements and for the accountability of the contractors.
 - Funds may also be included for travel necessary to conduct and present the research. Unless they are included in the proposed budget, travel, lodging and related expenses will be your responsibility.
6. Supporting Budget Statement: Only justify budget items that are not self-explanatory. If the budget request represents only partial cost of the proposed project, please indicate this and provide the estimated total cost of the proposal. You should also identify other funding resources (excluding indirect costs). If other support is not already committed, please provide the approximate date of other funding decisions.
7. Narrative (not to exceed three pages):
- **Statement of Problem:** Describe the problem addressed by the research proposal, the rationale behind the proposed work and the significance of the work. Explain how this work is relevant to the radiologic sciences.
 - **Specific Aims:** State the specific objectives of the proposal, including hypotheses to be tested (or research questions).
 - **Literature Review:** Describe other work leading to the proposed project and relevant research with similar or different conceptual or experimental approaches. References must be in AMA style.
 - **Proposed Methodology:** Describe the activities to be conducted. State clearly why this methodology/strategy is appropriate. Explain how the data will be analyzed.
 - **Calendar:** Outline the expected timetable for data collection and analysis, stages of the project, etc., for each year of the proposed research.
 - **Personnel:** Describe the role of each person expected to be involved in the project (investigators, other radiologic sciences personnel, other health care personnel, students, consultants, etc.).
 - **Facilities and Equipment:** Describe the facilities (laboratory space, clinical facility, etc.) and necessary equipment available for use in conducting the proposed research.
 - **Agreement** to submit peer-reviewed manuscript to *Radiologic Technology* or *Radiation Therapist* to disseminate knowledge gained through funded research.
8. Appendices:
- **CVs/Résumés:** A curriculum vitae is required for the PI and co-investigators and should address experience and education specifically appropriate to the research project. Each CV and résumé may not exceed two pages in length.
 - **Institutional Assurances:** The application must include documentation of all necessary institutional approvals by appropriate boards or committees. These documents must be specific to the proposed investigations, including the time period for which the grant is requested. If the application for such approvals has been made, but not acted upon at the time of submission, a copy of that application may be substituted. However, the Foundation must receive official approval by the relevant boards or committees before a final funding decision is made.
 - **Cooperating Institutions:** Applications for projects involving institutions or agencies in addition to the institution of the grantee must include a letter from an official of each facility acknowledging its role in the project.

Appendix A: Budget Submission Example

The following provides an example of proposed activities and their related costs in chronological order.

NOTE: This is a sample only and is not considered inclusive of all activities of an actual project.

Date/Activity	Budget Item	Cost/Items	Quantity	Total Cost
7/1/04 A. Obtain information on (project topic)				
8/1/04 A.1 Finalize survey tool + prepare draft for copying	PI time-wages PI time-benefits	\$17.81/hr. .285 x wage	8 .285 x \$142.48	\$142.48 \$40.61
8/10/04 A.2 Copy, collate, staple survey + print envelope for mailing	copying service	\$0.801/piece	2100 pieces	\$1682.10
8/20/04 A.3 Stuff + bulk mail survey – 1st set	mailing labels postage stuffing envelopes	\$171.00/set \$0.17/piece \$0.14/piece	1 set 1050 pieces 1050 pieces	\$171.00 \$178.50 \$147.00
9/20/04 A.4 Receive 1st set of responses + forward to data entry svcs	return postage (bus. reply @ 60% resp)	\$1.21/piece	630 pieces	\$762.30
B. Analyze survey results and compile report				
9/30/04 B.1 Enter survey data into computer	data entry svcs	\$10.00/hr.	50 hrs.	\$500.00
10/15/04 B.2 Analyze results + run stat. tests	PI time-wages PI time-benefits Statis. time-wages Statis. time-benefits	\$17.81/hr. .285 x wage \$27.35/hr. .285 x wage	40 hrs. .285 x \$712.40 20 hrs. .285 x \$547.00	\$712.40 \$203.03 \$547.00 \$155.90
10/30/04 B.3 Write detailed manuscript	PI time-wages PI time-benefits	\$17.81 .285 x wage	30 hrs. .285 x \$534.30	\$534.30 \$152.28

First Year Total: \$5928.90
Second Year Total: N/A

Budget Submission Example

Research Proposal Checklist

Appendix B: Research Proposal Checklist

LETTER OF INTENT*

*To be considered, letter of intent must not exceed one page and includes:

- Name, address, telephone, fax and e-mail address of PI and supporting organization
- Statement in support of the ASRT Foundation Mission
- Statement of Problem: Background and significance
- Specific Aims: Objectives, research questions, or hypotheses
- Estimated timeframe
- Proposed budget

FULL PROPOSAL**

Proposals must follow the following format requirements: Arial, Helvetica or Palatino typeface, 12 pt. font, with at least 1/2 inch margins (top, right, left, and bottom), double-spaced on separate page.

****To be considered, all proposals must not exceed 10 pages (includes CVs)**

- Completed Application Form
- Table of Contents
- Statement in support of the ASRT Foundation Mission (3-5 sentences only)
- Abstract (no more than one page)
- Itemized Budget and supporting budget statement, if necessary
- Narrative (not to exceed three pages) including:**
- Statement of Problem: Background and significance
- Specific Aims: Objectives, research questions, or hypotheses
- Literature review
- Proposed Methodology
- Calendar/Timeline
- Personnel
- Facilities and equipment
- Agreement to submit peer-reviewed manuscript
- Appendices:**
- CV/ Resumes (may not exceed two pages in length for each)
- Institutional Assurances/ Human Assurances/ Institutional Review Board
- Cooperating Institutions, if applicable
- Brief statement agreeing to submit peer-reviewed manuscript to ASRT journals if and when research is completed

Appendix C: Application Form



FOR OFFICE USE ONLY: Application # _____

Title of Project: _____

Grant Amount Requested: First Year \$ _____
Second Year \$ _____ (if applicable)
Total: \$ _____

Principal Investigator: Mr. Ms. Dr. Professor Other: _____

Name _____
Last First MI Credentials / Title

Institution _____

Mailing Address _____ Phone () _____
Number Street
City State ZIP
Email _____

ASRT Member Number _____

Co-Investigator(s):

Name and Title _____

Name and Title _____

Name and Title _____

Responsible Officials of Applicant's Institution:

Grants Administration

Academic or Clinical Department

Name _____

Name _____

Title _____

Title _____

Address _____

Address _____

Signature _____

Signature _____

Date _____

Date _____

I certify that I have applied for all necessary approvals by appropriate boards or committees at my institution and will provide proof of final approval prior to receiving funds. I certify that this application contains no misrepresentations or falsification and that the information given is true and correct to the best of my knowledge. I understand that any false statements made herein will void this application and I will be ineligible for support from ASRT Foundation. I hereby authorize the release of all information contained in this application packet as may be required to determine my eligibility for an award. I hereby waive my rights to review any documents pertaining to my application once submitted.

I understand that if these funds are granted, submission will be required of a progress and/or final report to the ASRT Foundation. Any publications resulting from this research must state that the ASRT Foundation funded this project. Papers generated from this grant will be required to be submitted to ASRT peer-reviewed publications, Radiologic Technology and/or Radiation Therapist. I also understand that I may be required to present the research findings at an ASRT conference if appropriate.

Signature of Principal Investigator _____ Date _____